

Organization ID.# _____

Name of Organization: _____

City, State, Zip Code: _____

Signature of Member-In-Charge _____

Date _____

Approval D O S R _____

Date _____

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Organization ID. #

Name of Organization:

Address:

City, State, Zip Code: _____

Date _____

INSTRUCTIONS FOR COMPLETION OF THE BINGO PRIZE SHEET

- Complete the Bingo Prize Sheet in duplicate. The name and address of the sponsoring organization must be printed on each page. This information must be listed exactly as it was on the organization's approved bingo registration. Page numbers should be printed in the upper left-hand corner of each page. The Organization I.D. # and type of permit (BA, BB, BM) should be printed in the upper right-hand corner of each page.
- In order to complete the Bingo Prize Sheet, first list each game number to be played. An organization may play a minimum of 15 games or a maximum of 40. Please bear in mind that only WTA games may be played in parts, but they are still considered as one game (example: A three-part WTA game is considered only one game). If multiple parts of a WTA game are listed, consecutive letters of the alphabet must be listed beside the game number for each part to be played, as in the following example:
16a WTA #1
16b WTA #1
16c WTA #1
- Print the name of the game in the "Game Description Type" column for all games other than regular bingo games.
- For each game, print the number of faces, the color of the sheet and the type (border, solid, tint) to be used in the "Number of Faces per Cards/Sheets and Color" column.
- A winning arrangement must be provided for each game played. Please bear in mind that "Caller's Choice" and "TBA" are not allowed as acceptable winning arrangements.
- List the prize amounts for each game, keeping in mind that the total value of prizes \$51 and over **CANNOT** exceed \$600, and no single prize can exceed \$200. An organization may, however, submit fixed prizes for the first parts of a WTA game because WTA payouts do not fall under this rule.

- If there are different prize schedules based on attendance, the column headings should be listed as in the following example:

Prizes	Prizes	Prizes
80 or More	79 – 70	69 or Less
Players	Players	Players

- If the last attendance column has an ending number of players instead of the words "or less", the following statement must appear on the last line of the prize sheet: **Bingo will be cancelled if attendance is ## or less.** Example:

Prizes	Prizes	Prizes
80 or More	79 – 70	69 – 50
Players	Players	Players

Bingo will be cancelled if attendance is 49 or less.

Instructions for Completion of a Bingo Prize Sheet

- Fixed prizes are allowed for all parts of WTA games except the final part, which must be listed as “TBA”. Only a WTA game may have a prize listed as “TBA”.
- If conducting a progressive game, certain wording is required to be listed on the line(s) below the progressive game information. The name of the winning arrangement and the words “in ?#’s or less wins jackpot, plus game prize” must be listed, along with the special grand prize/rollover amount, as in the following example:
 - *cover all in ?#’s or less wins jackpot, plus game prize.**
 - *special grand prize/rollover amount \$125.00**
- If your organization intends to conduct a 50/50 game, a maximum payout amount must be listed, as in the following example: **“50/50 max. \$75”**
- Both copies of the Bingo Prize Sheet must be signed and dated by the designated Member In Charge. Keep one copy for the organization’s internal records, and attach one of the signed and dated copies to the application for the permit.
- If any information must be changed after the Bingo Prize Sheet has been approved as part of the organization’s application, an Application to Amend – Bingo (CGB-5) must be completed and submitted to the Division for consideration of approval. Changes may not be implemented prior to receiving an approved amend form, aside from two exceptions. Winning arrangements and paper colors may be changed on the Bingo Prize Sheet without an approved amendment to the permit. All other changes require Division approval.